

Minutes for CCAC Meeting

Date of Meeting: October 11, 2006
Name of Committee: CITY CENTER ADVISORY COMMISSION
Meeting Place: Red Rock Creek Conference Room, 13125 SW Hall Blvd
Notes taken by: Doreen Laughlin, City Administrative Specialist II
Called to order by: Carl Switzer, Chairman
Time Started: 6:41 PM
Time Adjourned: 8:57 PM

Commissioners Present: Carolyn Barkley; Gretchen Buehner; Alexander Craghead; Lily Lilly; Alice Ellis Gaut; Suzanne Gallagher; Roger Potthoff; Chairman Carl Switzer

Commissioners Absent: Ralph Hughes (Alternate); Judy Munro

Others Present: Lisa Olson

Staff Present: Ron Bunch, Long Range Planning Manager, Phil Nachbar, Senior Planner; Sean Farrelly, Associate Planner; Duane Roberts, Associate Planner; Doreen Laughlin, City Administrative Specialist II

Agenda Item #1: Welcome and Introductions

Important Discussion and/or Comments: Ron Bunch, the new Long Range Planning Manager, was in attendance and was introduced. He gave the group a quick overview of his background and experience and met the Commissioners as they went around the table and introduced themselves.

Action Items (Follow-Up or Votes): None

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Agenda Item #2: Approve Minutes

Important Discussion and/or Comments: Commissioner Buehner moved to approve the September 27th CCAC minutes. Commissioner Ellis Gaut seconded the motion. Commissioner Barkley commented that on page 2, agenda item no. 3, the word “Council” should be added before the word “Workshop” - for clarification that it was a Council Workshop – not a CCAC Workshop. She also noted that on agenda item no. 3, the second paragraph - the 3rd sentence should be changed to read “It was also noted that the presentation was ~~most likely a bit~~ rushed due to the length of time spent on the by-laws.” She said that the words “most likely a bit” should be stricken, as the presentation was most definitely rushed due to the time spent on the by-laws. The other Commissioners agreed.

There was some discussion that motions are good to use where ever possible and that anyone who dissents has the chance, immediately after the vote if they’ve not done it before, to state why they are in opposition. It was noted that it’s a good opportunity for the opposing voices to be heard. It was also noted that minutes can be taken more accurately if, at the end of the discussion, the discussed agenda items are summed up with a vote and all opinions duly noted. There was a consensus by the Commissioners that this was a good idea.

Action Items (Follow-Up or Votes): The minutes for September 27th, as amended and noted above, were voted on and the motion was passed by a vote of 5-0. Commissioners Potthoff, Switzer and Gallagher abstained.

Agenda Item #3: Discussion of Meeting format - “Ground-rules,” Minutes / Discussion of approval of previous minutes (September 13th)

Important Discussion and/or Comments: Commissioner Ellis Gaut summarized what had happened at the previous meeting regarding the minutes. She stated that at the last CCAC meeting, the September 13th minutes had been approved with an entire email from Commissioner Gallagher attached as an amendment. She recalled that later, during the meeting, some of the Commissioners had “second thoughts” as to whether the entire email should have been included as an amendment and that perhaps they should have just included the germane parts – basically the first two paragraphs. At that time, however, there was no longer a quorum so there was no opportunity to move to rescind & amend the approval. The minutes remained approved with the entire email as an amendment. The discussion was tabled at that time, and Commissioner Ellis Gaut stated that she would do some research using “*Robert’s Rules of Order*” and present her findings at the next meeting. That brought everyone up to date and at this point, Commissioner Ellis Gaut presented her summary of “Roberts Rules” to the other Commissioners in the form of a page entitled “Procedure for Revisiting Previous Approval of Minutes” (Exhibit A). Commissioner Ellis Gaut then moved to rescind approval of the September 13th meeting minutes. Commissioner Buehner seconded the motion. There was then a motion for a “friendly amendment” to withdraw the motion to

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“rescind” and to substitute a motion to “amend” the minutes. This was seconded by Commissioner Buehner. At this point, Commissioner Gallagher asked to comment on the minutes from the September 13th meeting and to add an amendment. The following is her amendment in the form of a statement:

“Unfortunately, it appears that my comments about the height restriction were overlooked except to say that ‘if everything had a low profile, it would have little visual interest and could be boring’. As I also stated at the meeting, I agree with Mr. Nachbar’s assessment of the height issue. So, for the record, I am not in agreement with the “One voice” decision as mentioned in the minutes, especially in light of the fact that not all members of the commission were present to weigh in on the decision that evening.”

At this point, Chairman Switzer opened up the meeting for discussion as to how to amend minutes in the future. He stated that he thought it would be best that people not amend the minutes by an email but, instead, leave those minutes unapproved until the next meeting and at that time include the comments and then vote for approval. There was a consensus that that was reasonable. There was then some discussion as to how long to allow someone to wait to amend the minutes. Chairman Switzer noted that it would be best if people would make their comments (or amendments) about the minutes as quickly as possible. He stated that he felt that if the minutes are approved at a meeting and then later someone decides that they want to then amend the minutes that, basically, it’s too late to do it. He stated that people really need to be expedient in getting those comments to amend out quickly if they’re not going to be at the meeting. He noted also that anyone who is *present* at the next meeting can always voice their desire for an amendment, without having to have emailed it beforehand. The suggestion was made, and it was agreed upon, that any amendments made by email [because a commissioner would not be present at the next meeting] be made no less than 24 hours before the next meeting.

There was some discussion, and all agreed, that there should not be any inserting of statements into the minutes, by way of an amendment, that were not actually conveyed at the meeting but were thought of after the fact. Chairman Switzer stated that a good policy would be [for those who had to be absent at the next meeting] to submit their comments in writing. Then they would need to be present at the very next meeting where they would be addressed and incorporated - or not. If the person wishing to amend is not able to attend the following meeting, then they would lose their chance to make comments/amendments. That is, if the person wishing to amend is not at the subsequent meeting to articulate those amendments, in person, would lose the opportunity to modify the minutes. Commissioner Barkley stated that the only reason there was an issue about Commissioner Gallagher’s emailed amendments was the fact that they had hurried through the minute approval process and didn’t take the time needed to be clear on the motion. She stated that it wasn’t clear that the email in its entirety would be included as an amendment and intimated that if they’d been careful to do it right the

first time, and include only the germane parts of the email, then there would have been no problem and this discussion would not have been necessary.

At this point the meeting “ground-rules” were discussed. Chairman Switzer addressed the issue of attendance. He reiterated the importance of Commissioners being present at the meetings and that unless there is a pressing need to be elsewhere – to make every effort to attend. He also stated that it is very important that these meetings operate in a civil manner - that people respect each other – even when they disagree. He noted that common courtesy and respect are of utmost importance. Nachbar suggested that the ground-rules also include the option of a “time-out” to be called by the Chair or the acting Chair. He said that these time-outs of 5 minutes, or whatever amount of time is needed for people to step back, calm down, and continue in a civil manner, would be made at the discretion of the Chair. There was a general consensus by the Commissioners that this is not new and that this has always been an option for the Chair. It was also suggested that people tend to get tired if meetings go on too long and that sometimes, rather than a “time-out”, an adjournment would be a better option. There was no disagreement on either of these points.

Commissioner Barkley commented on the fact that she does not like meeting in the Permit Center CR-4 meeting room – where the September 27th meeting was held. She said that it was too dark and the general atmosphere a bit too “in your face” with the table being so small across. She stated that another problem is that those sitting on the same side of the table can’t really see each other. Ms. Laughlin, the City Administrative Specialist, informed the Commissioners that she had already reserved the Red Rock Meeting Room for the CCAC to meet all the way through July of 2007, so this should not be an issue in the future.

Action Items (Follow-Up or Votes): There were two motions and two votes. There was a unanimous vote to approve the September 13th minutes with Commissioner Gallagher’s statement (noted above) as an amendment. Commissioner Potthoff abstained.

There was a motion made by Chairman Switzer. Following is the motion in its entirety:

“I move that you have to submit your comments in writing if you’re not going to be at the next meeting, and if you’re not there at the following meeting to articulate those, they’re not going to be in the minutes. You get kind of a “one shot” chance. In lieu of your presence at the next meeting, you may submit written comments in a timely manner. But if you don’t do it before the next meeting, you lose your opportunity.”

This motion was approved unanimously 8-0.

Agenda Item #4: Developer Letter – Final Approval

Important Discussion and/or Comments: The final version of the “Developer Letter” (Exhibit B) was submitted to the CCAC for final approval. Commissioner Switzer

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recommended that the last sentence in the main paragraph be changed. It was recommended that the word “those” be dropped and that the next sentence starts with the word “Citizens” so that the sentence would read: **“This plan was developed with painstaking care by Tigard citizens over a 3 year period. and these eCitizens continue to be involved as the Downtown Improvement Plan moves into the implementation phase.”**

Action Items (Follow-Up or Votes): Commissioner Ellis Gaut moved that they accept the final version of the developer letter with the noted changes. Commissioner Buehner seconded. The motion passed unanimously with a vote of 8-0.

Agenda Item #5: Education / Outreach with Downtown Business / Property Owners – follow up (Sean Farrelly)

Important Discussion and/or Comments: Sean Farrelly informed the group that the letter from the mayor (Exhibit C) had been sent out and should have been received by all of the downtown property owners, business owners, former downtown task force members and interested parties. He also mentioned that the City Council had been briefed as to what the CCAC was going to be doing in this outreach effort. He passed out a list of all the downtown business owners for the CCAC to contact and suggested that they specifically concentrate on Burnham and Main Street businesses. Commissioner Buehner said that she’d heard that the businesses located on the extension of Ash Street were a bit upset about the whole process and suggested that they also concentrate on those businesses and that they, too, be urged to attend these meetings. There was some discussion as to who would contact whom and copies of the flyers were handed out for those who wanted extras to pass out when contacting some of the business owners. It was mentioned that either a phone call or a personal visit would be good – so long as there is some personal contact. Phil Nachbar suggested that the phone calls be done close to the meetings so that the people don’t easily forget about them and that the meeting dates would be fresh in their minds. He also noted that they should try to get some sort of commitment from the people they are contacting, to attend a meeting. Commissioner Buehner stated that she wouldn’t be doing any contacting as she is running for City Council and didn’t feel comfortable doing it at this time. Commissioner Lilly also would not be able to take any of the contacts as she will be away during the time allotted to do this. Commissioner Barkley did not take a page of contacts due to time constraints with her own business but said she would verbally contact those that she could.

Farrelly reminded the group that the meetings are scheduled for October 24th at 7:30am at the Chamber of Commerce in the upstairs meeting room, and one on November 1st at 6:30pm at the Tigard Public Library in the Community Room. He informed them that, as per Lisa Olson’s suggestion, the meetings will be “open house” style. Poster displays will be set up, a staff person and citizen volunteer will be at each station to answer questions. There was discussion as to which meetings the Commissioners would be able to attend. Farrelly had a sign up sheet and Commissioners signed up for the different stations. They discussed how the meetings would proceed. It was stated that they will be one hour meetings. Commissioner

Craghead suggested that they not use photos of neighboring cities because people will accuse them of “wanting to be like Lake Oswego” or some other city. Because of this, there was a suggestion that any photo examples be from out of state or out-of-area. There were suggestions that there be coffee, drinks, food of some sort, big colorful poster displays with lots of information on them, handouts, sign-ins, greeters, a coat person, etc. It was also suggested that CCAC members come about 15 minutes early so they can be there to greet and talk with people as they come in.

It was mentioned that it was very important not to bore people but to discuss things that are of interest to them. Also mentioned was the fact that introductions of the speakers are very important – possibly with name tags for those speakers.

At the end of the discussion of this agenda item, Commissioner Potthoff left the meeting. [He’d mentioned earlier that he would need to leave at 8:00pm.]

Action Items (Follow-Up or Votes): No votes were taken. Sean Farrelly will send out reminders by way of email. CCAC members will contact the businesses they have on their lists. CCAC members will come about 15 minutes before the meetings start to greet people and man the stations they signed up for.

Agenda Item #6: Overview of the Fanno Creek Trail System (Duane Roberts)

Important Discussion and/or Comments: Mr. Roberts began his presentation which consisted of 3 main points:

- The Greenspaces bond measure and how that can potentially affect the Downtown area;
- The City’s overall trail system; and
- Opportunities for funding projects within the Downtown area

Regarding the Metro Greenspaces Bond Measure: Mr. Roberts stated that the amount of the bond measure, due to be voted on in November, is \$227 million. He stated that that there are three main components to the measure:

1. \$168M is allotted for the regional share of projects – of which there are 27. Portions of two are located within the City of Tigard – the Fanno Creek Trail and the Powerline Trail Corridors.
2. \$44M allotted for local projects: Acquisition, restoration and trail construction. The local share is \$2M plus.
3. \$15M is allotted for the relatively new “Nature in the Neighborhood” grant program which is a competitive grant program that, like all others, is open to non-profits and also to local jurisdictions. The eligible activities include land acquisition, community gardens, restoration, interpretive displays and trails.

Mr. Roberts was asked what the possibility of this passing would be. He stated that early indications in the polling are positive. It was mentioned by one of the Commissioners that there are many other funding measures on the ballot. There was some discussion as to where

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the money would come from should it not pass - with Urban Renewal dollars as one of the possibilities.

Regarding the trail system - Mr. Roberts stated that there are 3 regional trails on the Metro regional trail map – Westside (aka Powerline Trail – 24 miles Forest Park to Tualatin River); Fanno Creek, which extends from Will Park to Tualatin River; and Tualatin River, which is water-based with limited land-based segments.

As to the Downtown area - there was some discussion as to the “gaps” in the trail system. Mr. Roberts showed a photo of the library and the trail there. He stated that the “easy” sections are completed. He noted that there are some legal problems with unwilling property owners which he wasn’t able to discuss at this time. The question was asked as to the legal dispute, whether there was an alternate option if that can’t be resolved. Mr. Roberts said there is a feasible alternative which would include two bridge crossings.

There was some discussion about trail funding opportunities & other grant funding sources. Mr. Roberts produced a chart of grants (Exhibit D) and grants were discussed. Phil Nachbar emphasized the importance of planning for grants. Mr. Roberts stated that the projects need to be well developed, thought out, and ready to go. He stated that permitting & access should be in place before going after grant dollars.

Action Items (Follow-Up or Votes): None

Agenda Item #7: Other Business – Fanno Creek Park Master Plan Steering Committee / Change of CCAC Meeting Schedule / Holiday Party

Important Discussion and/or Comments: There was discussion by Phil Nachbar about the Fanno Creek Park Master Plan Steering Committee and how to come up with the members of that committee. He said that the Council will have final say on the decision but that the thinking was that nine seems to be a good number. This would include 3 CCAC meeting members – including the chair, 2 people from neighborhoods (Ash Creek area), 2 downtown business owners, 1 design professional and 1 citizen-at-large. Nachbar stated that he’d like the CCAC to have a hand in it, make recommendations and keep “in the loop” so he would prefer that the chair of the CCAC be the chair of the steering committee. The question was asked as to how often the steering committee would meet. He said the committee would meet on a monthly basis and begin meeting after January 1st, 2007. Chairman Switzer said that he’d be much more inclined to be chair of that committee if the CCAC meetings were cut back to once a month rather than the current twice a month. The consensus was that once a month would be sufficient for the CCAC meetings.

There was discussion as to the dates of the upcoming CCAC meetings. There will not be a meeting on the 24th of October because the morning informational Downtown Tigard Update meeting will replace that meeting.

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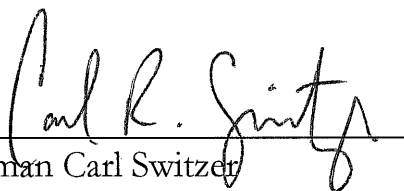
There was a quick discussion about a Christmas/Holiday party to be held sometime in December at Commissioner Buehner's home.

Action Items (Follow-Up or Votes): Phil Nachbar will have a draft of the Fanno Creek Master Plan RFP ready for review by the CCAC at the November 8th meeting.

The regular CCAC meeting dates for the rest of the year are:

- November 8th @ 6:30pm in the Red Rock Meeting Room
- December 13th @ 6:30pm in the Red Rock Meeting Room


Doreen Laughlin, City Admin. Specialist II

ATTEST: 
Chairman Carl Switzer